

IMPLEMENTATION

QUESTION #1 AND #2

Positive Alternatives Implementation Plan

Stage One: estimated three weeks

- Determine all necessary deadlines for implementation plan based upon final contract award date.
- Secure employment of identified Grant Administrator and Administrative staff.
- Review insurance requirements and amend current insurance policies as needed.
- Determine all requirements of DPH under the Contract and identify all compliance needs
- Contract for Positive Alternatives program website and associated online application tool and data collection
- Design and Build all additional necessary policies and procedures for Grant Application Process, reporting processes, internal compliance, communications with DPH
- Establish separate financial/banking accounts necessary for provision of Positive Alternatives Grant
- Consult with accounting expert on standard practices for managing separate accounts and audit
- Communicate initial announcement of upcoming grant opportunity via all available networks

Stage Two: estimated one week

- Identify Grant Review Committee and draft all application review standards
- Plan and implement marketing of grant opportunity across general audience with additional marketing directly to all known eligible non-profits
- Draft all communications for grant opportunity
- Post links to online grant tool and offer printable version of grant application via website and communications attachments

Stage Three: estimated two weeks

- Host informational meeting and webinar for interested applicants
- Provide Grant Review Committee orientation and standards
- Open application process in accordance with RFP and DPH required deadlines

Stage Four: time TBD

- Begin agency review of applications
- Begin referral of qualified application submissions to Grant Review Committee
- Close application process and complete all review and referral

Stage Five: time TBD

- Receive Grant Review Committee recommendations and provide proposed award recommendations to DPH
- Upon DPH final approval, notify award recipients via online tool and certified mail
- Insure proper denial notices are sent via online tool and certified mail

Stage Six: time TBD

- Review awardee contracts to insure complete file compilation
- Communicate clear reporting requirements and invoice process to awardees
- Begin intake on reporting and invoices
- Hold webinar for any and all process questions

Stage Seven: time TBD

- Begin process of program review and reporting
- Analyze program results on quarterly and annual basis
- Hold mid-year meeting to ensure compliance and troubleshoot programmatic issues
- Establish practice random site visits to oversee general quality of program implementation